Human Service Grant Program "Frequently Asked Questions" FAQ's
Updated 12/14/2018

RFP FAQs

Q1 = Basic Instructions?

A1 = Basic Instructions

- Here is the webpage https://www.columbus.gov/development/
- Direct Program Questions to humanserviceprograms@columbus.gov
- If you need assistance with the United Way Application portal contact reporting.help@uwcentralohio.org

Q2 = May one agency apply for the grant for multiple programs, or are agencies limited to one submission?

A2 = Yes, an organization can submit a proposal for more than one program. Each program must be a separate proposal.

Q3 = We are discussing internally where our funding needs and the parameters of the RFP intersect. Question...........on page six of the RFP it says "All applicants will be required to measure and report on the following Outcomes...Percent of households who experience income growth."

We have several programs we are considering, but we cannot show income growth for the students in our program or their families. Economic Security is the longer term goal, but not one that we can realistically measure at this point; nor would we have the resources to conduct a longitudinal study on the participants.

Do we simply explain this, or is this outcome required and therefore meant to weed out certain types of programs? Can you let me know?

A3 = You bring up a great point. So, in your proposal acknowledge that you have considered the Outcome and then, as you said, *"simply explain this"* when it comes to how it applies to your program/initiative. However, I also challenge you to consider building into your program design a way of capturing income and income growth data of households with participants in your program.

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Q4 = For the economic security, is the City only concerning itself with the information on the BEST index, or both the BEST and ELDER?

A4 = BEST http://www.basiceconomicsecurity.org/ was one example of economic security that we found. So, to answer your question, feel free to use the Elder Index to inform your proposal.

Q5 = Can we serve youth ages 14-18 through this grant funding?

A5 = YES! Be sure to tie your activities and outcomes to the City's vision and framework.

Q6 = One of the requirements is that program services take place in the city of Columbus. We will only serve city of Columbus residents with this funding. However, our Community-based mentors make arrangements with their mentees and their families for where and when they will meet, so we really have no way to guarantee that those meetings will take place within city limits. **Will that prevent us from applying for funding for this program?**

A6 = No! Our priority is serving Columbus residents. Simply provide your explanation in the proposal

Q7 = What is total funding available?

A7 = There is approximately $4 million available

Q8 = What is the anticipated award amount?

A8 = There is no floor or ceiling on award amounts. Average award in the 2015 -2018 grants was $105,000

Q9 = For the eligibility requirement: "All Agencies must be registered and up-to-date with Vendor Services and in Contract Compliance with the Office of Diversity and Inclusion (ODI)" Does registration need to happen prior to submission of the grant or prior to receipt of potential funding?

A9 = Preference is registration is complete and up-to-date, or in process, at the time of your RFP submission on January 4th, 2019.

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Q10 = Our Charitable Solicitations License has expired and we are in the process of renewing. Does that need to be completed prior to submission on Jan 4?

A10 = Preference is registration/renewal is complete and up-to-date, or in process, at the time of your RFP submission on January 4th, 2019.

Q11 = Under the Education & Training priority, *Access to GED* is listed as a service example.

    a. Does this mean that this program can <u>refer</u> clients to a GED program?
    b. Does it also allow for GED-related expenses, such as a certified teacher or fees for taking the official GED test?

A11 = a. and b. is Yes!

Q12 = Do we enter the 2019 and 2020 budget information on the current forms, although they read "2018 Program Budget" and "2019 Program Budget" currently?

A12 = Only complete the column labeled <u>2019 Proposed Program Budget</u> in both the Revenue and Expenses Section.

Q13 = Do we list the 2019 budget request in the "Requested Amount from City of Columbus" section or the two-year request (2019 & 2020)?

A13 = In the "Requested Amount from City of Columbus" section only put a one year funding request for 2019.

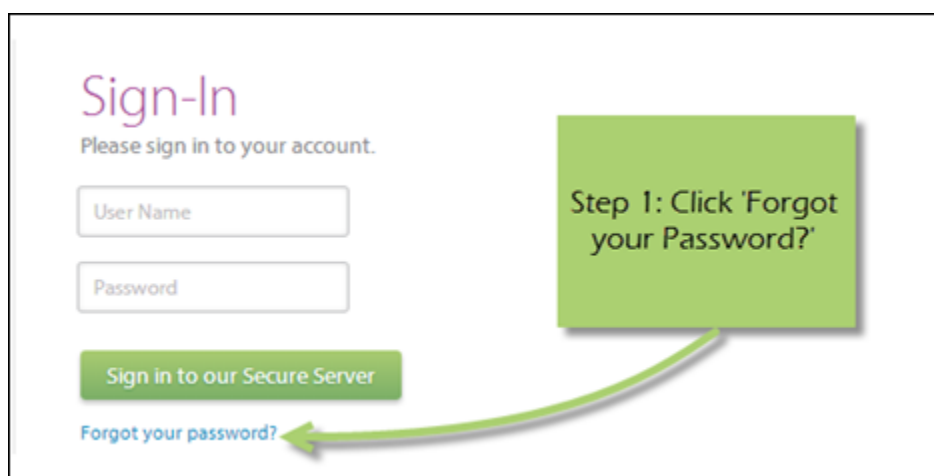# Human Service Grant Program "Frequently Asked Questions" FAQ's

e-CImpact FAQs

Q1 = I have an E-CImpact account through UW. I've tried various passwords with no luck so tried to reset my password but am getting an error that says I can't reset it and to contact the System Administrator. Can you help me or point me in the right direction? Thank you!

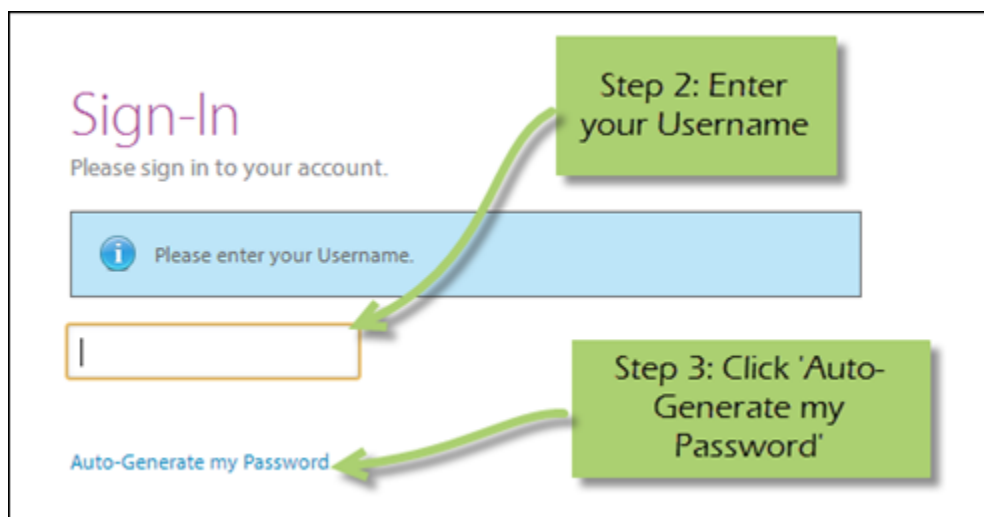A1 = If you are still having an issue, then try following the steps below:

Forgot Password
Step 1: Click 'Forgot your password?' on the agency login page.

Step 2: Enter your username

Step 3: Select 'Auto-Generate my Password'

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Step 4: Check your email, return to the login page and procede to login. If you do not see the email in your inbox, be sure to check the 'junk' folder. If the email is not in either, please contact the database administrator reporting.help@uwcentralohio.org

Q2 = Per the 2019-2020 Human Services Grant Program RFP, I am requesting use of the E-CImpact online grant application system. Q = I believe our agency is already registered in the EC Impact system; however, I am not certain of the username or password we are using in the system. Can you clarify this information for me?

A2 = If you have used e-CImpact previously to submit a United Way application in 2018, then your agency information will be available for the City's application process. On the Sign-in Page:

- Currently, the default agency Username is the **email address** of the agency's **primary contact**.
- The first time you login, the password will be password123. Once logged in you will be automatically prompted to change your password.

Step 1: Enter your username and password

Step 2: Click 'Sign In to our Secure Server' or use the enter key.

For All Other Agencies who have not used e-CImpact before:

- Create a new account on the Sign-In page

Q3 = I was able to sign up and start the pre-screening process. I had a question about the 2 required documents, 990 and audit form. I believe there are certain income requirements for non-profits for filing them. Our organization hasn't received any public funding, but did receive some funding from mostly private sources for specific projects/initiatives. Are both of those forms required for all non-profits regardless of income? Please give me any other background information i should know so i may proceed.

A3 = The answer, is "**Yes**" you will be providing a 990, unless you can demonstrate that you are not required to submit one to the IRS. And for the Independent Financial Audit, the answer is also "**Yes**". If you have never had an Independent Financial Audit done please explain why.

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990 Info

- Most federally tax-exempt organizations (with some exceptions like churches and state institutions) file a 990. All 501(c)(3) private foundations file a 990.
- The IRS provides [information](#) to help you determine which form to file.
- Larger nonprofits with gross receipts of more than $50,000 file Form 990 or 990-EZ
- Smaller nonprofits with gross receipts of less than $50,000 file Form 990-N (e-Postcard)

For more information: https://www.councilofnonprofits.org/tools-resources/federal-filing-requirements-nonprofits

Independent Financial Audit Info https://www.councilofnonprofits.org/nonprofit-audit-guide/what-is-independent-audit